

# K300/S300 ID User Guide



# K300/S300 User Manual

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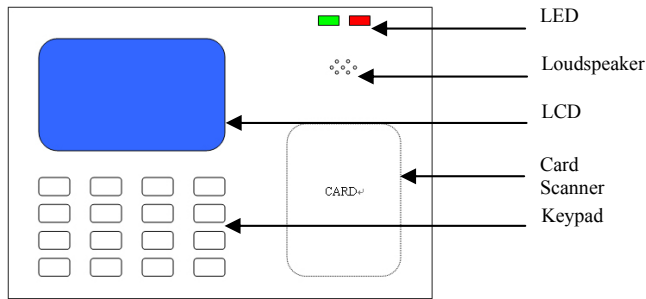
## I. Before Installation

This file contains pertinent information. If you disregard reading these instructions, your unit can be permanently damaged due to improper installation. We do our best to provide adequate service to you but neglecting this manual can bring about unwarranted costs. Therefore, it is strongly advised you read this document carefully before using your K300/S300/S300.

Before mounting your device on the wall, you need to remove the back plate first. All units come with a back plate that is already attached and in order to remove it, you need to pull the back of your device gently and the plate should come off. In the box, there are screws provided to help screw the back plate to the wall. Once you have completed this step, you will attach the unit to the back plate and use four screws to attach the back plate to the unit.

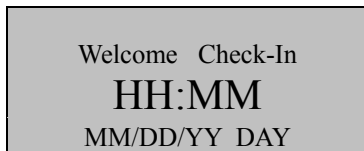
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## View of Operation Panel



## Start-up window

When you plug in your 5v power plug into the K300/S300/S300, the start up window will automatically start as seen below.



## II. K300/S300/S300 Management

### A.Enrollment Procedure

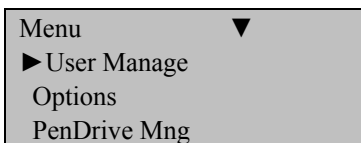
#### a.User Enrollment

If your machine doesn't have an authorized user enrolled on your K300/S300/S300 then anyone can enroll themselves as a user and access the menu. There are two ways to enroll a user that that's by using an ID card or a password.

**Note:** A user will temporary have authorized access to the main menu until an authorized user is enrolled. Once an authorized user is enrolled, they will be permitted to enroll new users.

#### i. ID Enrollment

1. Press menu to access the main menu.
2. Select the user manage and press F4/OK.



3. Select enroll user and press F4/OK.



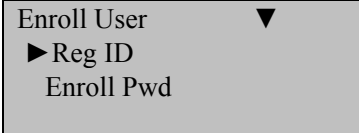
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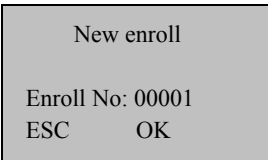
FPCard Mng  
Enroll Admin

4. Select Reg ID card and press F4/OK.



Enroll User ▼  
▶ Reg ID  
Enroll Pwd

5. A new enroll screen with a new ID number will pop up as seen below.

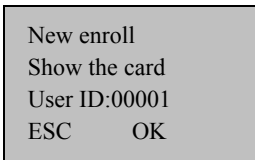


New enroll  
Enroll No: 00001  
ESC OK

**Note:** If this is not the first new enroll, a new ID number will be provided. You have the option to select the enroll number if desired.

6. Press F4/OK to confirm new ID number.

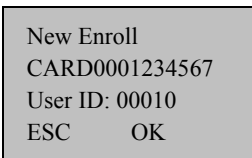
7. The K300/S300/S300 will prompt you to show the ID card you wish to have recognized.



New enroll  
Show the card  
User ID:00001  
ESC OK

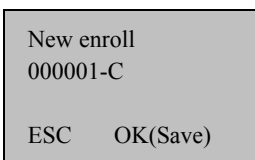
8. Flash card over the card scanner. The K300/S300/S300 should display the number of the card you wish to have recognized.

9. Press F4/OK to confirm ID card identification.



New Enroll  
CARD0001234567  
User ID: 00010  
ESC OK

10. The K300/S300/S300 will prompt you to save ID card number as seen below.



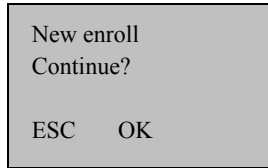
New enroll  
000001-C  
ESC OK(Save)

11. Press F4/OK to save new ID card information.

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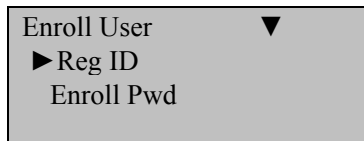
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12. The K300/S300/S300 will prompt you to continue enrolling new users as seen below.

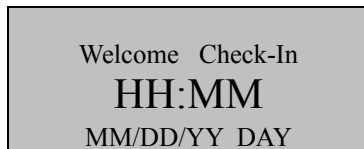


**Note:** If you like to continue enrolling additional users, press F4/OK and follow the same procedure.

13. If you are finished enrolling new users, press F1/ESC. It will return you to the enroll user menu.



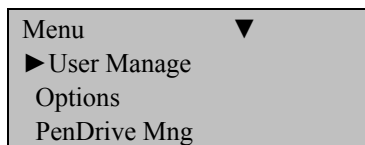
Press F1/ESC three additional times to return to the start up menu.



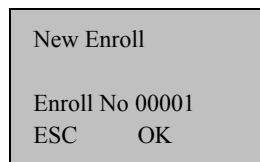
## ii. Password Enrollment

**Note:** Enrolling a password is a similar procedure to enrolling an ID card with a few differences.

1. Press menu to access the main menu.
2. Select the user manage and press F4/OK.



3. Scroll down to enroll pwd and press F4/OK. The following screen will appear.



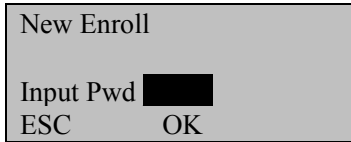
**Note:** If first user to be enrolled in K300/S300/S300, the user will be assigned the enroll number 0001. If not, a different number will be assigned or you can pick the desired number.

4. Press F4/OK to continue.

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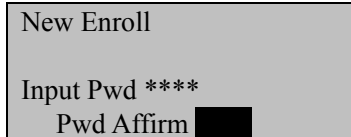
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5. The K300/S300/S300 will prompt you for a four digit password. Type in your password and press F4/OK.



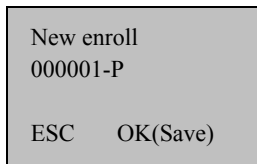
New Enroll  
Input Pwd [REDACTED]  
ESC OK

6. The K300/S300/S300 will prompt you to confirm your four digit password. Enter it again and press F4/OK.



New Enroll  
Input Pwd \*\*\*\*  
Pwd Affirm [REDACTED]

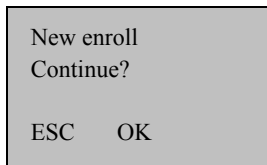
7. The K300/S300/S300 will prompt you to save your new enrolled password as seen below.



New enroll  
000001-P  
ESC OK(Save)

8. Press F4/OK to confirm new enrolled password user.

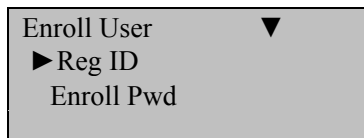
9. The K300/S300/S300 will prompt you to continue enrolling new users as seen below.



New enroll  
Continue?  
ESC OK

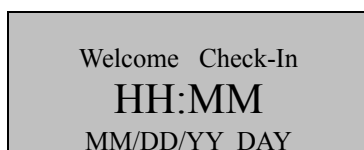
**Note:** If you like to continue enrolling additional users, press F4/OK and follow the same procedure.

10. If you are finished enrolling new users, press F1/ESC. It will return you to the enroll user menu.



Enroll User ▼  
▶ Reg ID  
Enroll Pwd

Press F1/ESC three additional times to return to the start up menu.



Welcome Check-In  
HH:MM  
MM/DD/YY DAY

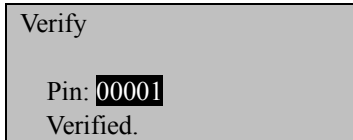
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## B. User Verification

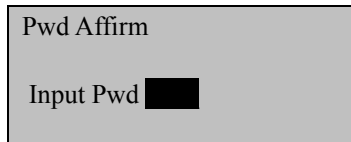
### a. ID Card Verification

When a user attempts to access the K300/S300/S300 using their ID card, flash your ID over the K300/S300/S300. If the K300/S300/S300 recognizes your card, the K300/S300/S300 should beep, say thank you and show that you have been verified.

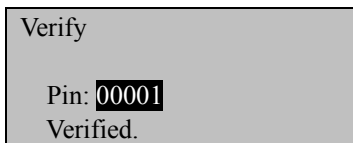


### b. Password Verification

When a user attempts to access the K300/S300/S300 using their password, you must first enter your ID number at the start up window. When the K300/S300/S300 recognizes your ID number, it will prompt you for your four digit password.



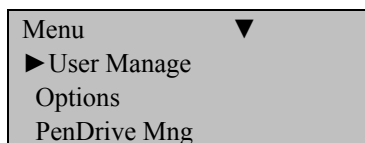
Enter it and press F4/OK. If the K300/S300/S300 recognizes your password, it will say thank you and state that you have been verified.



## C. Enrolling an Administrator

When an administrator is enrolled, they are given specific privileges. The three types of authorized administrator titles to select from are administrator, supervisor or enroller. An administrator can perform other operations, except set advanced options and enroll administrators. A supervisor has access to all functions and an enroller has authorization to enroll new users or delete users from the system. .

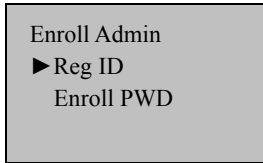
1. Press menu to access the main menu.
2. Select the user manage and press F4/OK.



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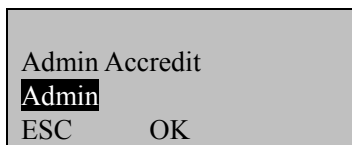
3. Select enroll admin and press F4/OK. The following menu will appear.



**Note:** You can either enroll by password or ID card.

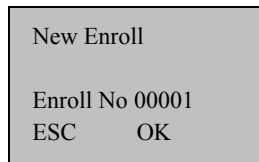
4. Select Reg ID and press F4/OK.

5. The K300/S300/S300 will prompt you to select an admin, supervisor or enroll role. Select supervisor and press F4/OK.

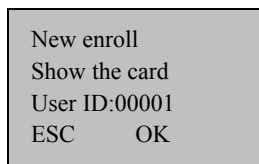


**Note:** It is strongly recommended to select a supervisor role because they will have an all access pass to the K300/S300/S300.

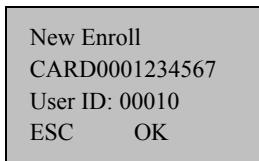
6. A new enroll screen will appear with a new ID number. Press F4/OK to proceed.



7. The K300/S300/S300 will prompt you to show the ID card you wish to have recognized.



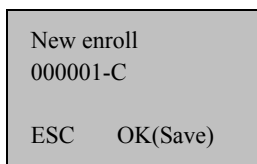
8. Flash card over K300/S300/S300. The K300/S300/S300 should display the number of the card you wish to



have recognized.

9. Press F4/OK to confirm ID card identification.

10. The K300/S300/S300 will prompt you to save ID card number as seen below.



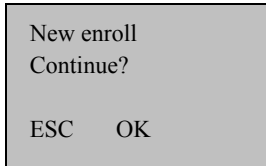


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11. Press F4/OK to save new ID card information.

12. The K300/S300/S300 will prompt you to continue enrolling new users as seen below.



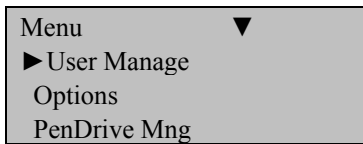
**Note:** If you like to continue enrolling additional users, press F4/OK and follow the same procedure.

13. If you are finished enrolling new users, press F1/ESC. It will return you to the enroll user menu. Press F1/ESC three additional times to return to the start up menu.

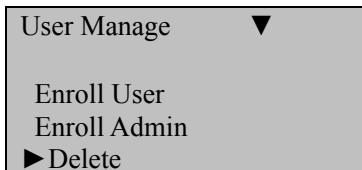
## D. Deleting Enrolled User(s)

1. Press the MENU to access main menu.

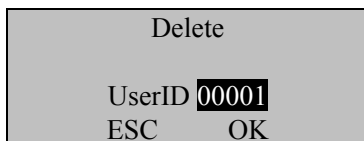
2. Select User Manage and press F4/OK.



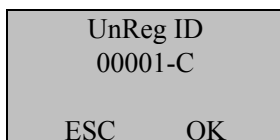
3. Select delete and press F4/OK.



4. Enter the user ID of the user you wish to delete. Press F4/OK.



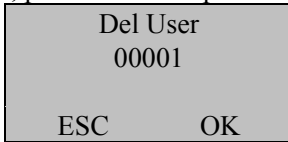
5. The K300/S300/S300 will prompt you to confirm the user's ID number. If the correct number is being displayed, press F4/OK.



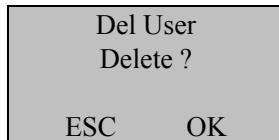
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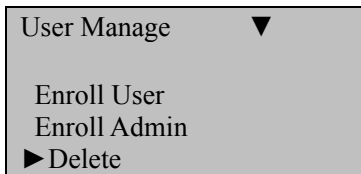
6. The K300/S300/S300 will prompt you to confirm the user's ID you wish to delete for a second time, if it is correct, press F4/OK to proceed.



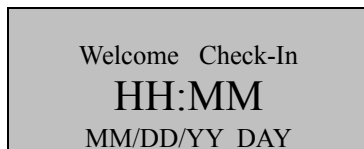
7. The K300/S300 will prompt you to confirm the user's ID you wish to delete for a final time, if it is correct, press F4/OK to confirm.



8. Upon completion, the K300/S300 will return you to the user manage menu.



9. To return to the start up window, press F1/ESC two times.



10. You have successfully deleted the user's ID number from your K300/S300.

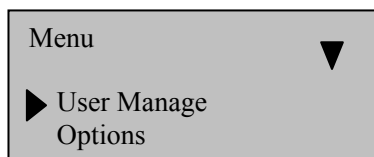
## E. Options

### a. System Options

#### i. Set Current Date/Time

1. To change the date and time, press menu to access main menu.

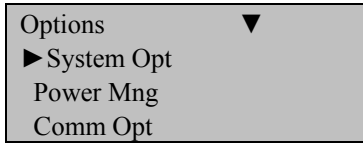
2. Select options and press F4/OK.



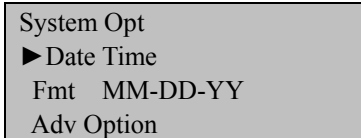
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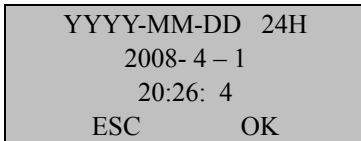
3. Select system opt and press F4/OK.



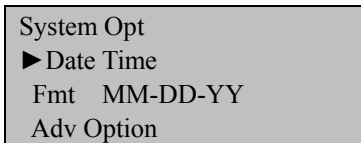
4. Select the date and time option and press F4/OK.



5. Once in the YYYY-MM-DD 24H screen, use the scroll ▲/▼ keys and number pad to set the date and time.

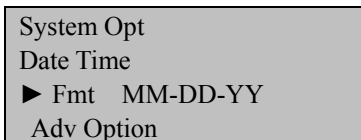


6. When complete, press F4/OK to confirm the date and time. The K300/S300 will return you to the system opt menu.



## ii. Changing Date/Time Format

1. In the system opt menu, use the scroll keys to select FMT. Press F4/OK.



2. Use the scroll keys to select the new display of your date and time.
3. When you see the setting you like, press F4/OK.

## iii. Advanced Options

By selecting this option, this enables you to change your option, adjust volume or clear privileges. Below are a list of the options to select and when selected, what functions they perform.

**Reset Opts:** restores all default factory settings but doesn't delete user fingerprints/passwords or

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transactions/audit logs.

**Delete AttLogs:** clears attendance/transaction log but NOT user fingerprints/passwords.

**Clear all Data:** deletes user data and attendance/audit logs

**Clear Admin Pri:** changes the privileges of all administrator(s) to a user(s)

**Voice:** option to turn voice prompts on or off

**Upd Firmware:** insert a USB Pen Drive (flash drive) into the USB port of your K300/S300 containing an upgraded file. The K300/S300 will automatically recognize the upgraded firmware/file and will prompt you with instructions.

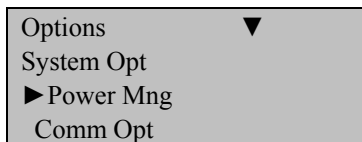
**Work Code:** enables you to enter up to a nine digit code after verifying yourself. This code can represent the department your from or how much you make an hour.

**Button Beep:** option to turn audio beep on or off

**Adjust Voice:** allows you to adjust the volume

## b. Power Management

This allows you to control your system. Some functions this option lets you do is set idle times, shutdown your system or lock your system. You can access this option by selecting menu, press F4/OK, select options and press F4/OK and select power mng. Below is a brief description of the options you can select and what function they perform.



### Shutdown

This allows you to turn off your K300/S300 at predefined times.

### Sleep

This allows you to put your K300/S300 into sleep mode at predefined times. You can press any key to get your K300/S300 out of this mode.

### Idle /Idle Minute

With this option, you can determine whether the K300/S300 should remain idle indefinitely or if it should enter sleep mode after a specific period of time. In addition, you can configure how long you want your K300/S300 to remain idle prior to entering sleep mode. In other words, if you set the idle time for one minute, this clearly means that if no one touches the K300/S300 for one minute, the system will enter sleep mode.

**Bell Delay:** can set how long you want the bell to sound for. For example if you want the bell to go off for 5 seconds, it will go off for 5 seconds.

**Scheduled Bell:** you can set an alarm to go off at a predefined time

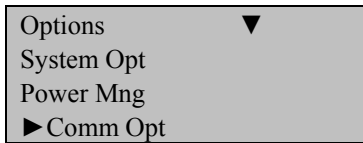
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**Lock Power Button:** if you select yes, no one will be able to shut down the K300/S300. If you select no, you can turn off the K300/S300

## c. Communication Option

This option enables you to configure your Internet access from your K300/S300 to your computer. The machine fully supports **RS232, RS485, TCP/IP**. Whether the machine is used as a single unit or a link to a network, it will satisfy the user's demands.



### IP address

The default IP address is set to 192.168.1.201 but you can change it

### Net Mask

The Net Mask default is 255.255.255.0 but can be changed as needed

### Gateway

The default setting is 0.0.0.0. but can be changed as needed

### Net speed

The Net default speed is Auto but there are additional options. 10M-F, 10M-H, 100M-F, 100M-H

### Baud Rate

You can set how fast or slow you want your communication to be. Here are the five options: 9600, 19200, 38400, 57600, 115200

### K300/S300 Number

This is the K300/S300 identity number. It ranges from 1 to 255

### RS232/RS485

Can enable or disable these communications

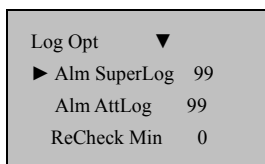
### COMM Key

Secure the Serial connection with a Key (password). The default value is set to 0.

**Note:** After changing your settings, it is recommended to restart your K300/S300 so these new changes can take effect

## d. Log Options

When you select the log option from the option menu, the following screen will appear.



### Alarm Supervise Log

When the number of transactions reaches its set value, a warning sound will go off indicating that the logs are

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full and must be cleared.

**Alarm Attendance Log:** When the number of transactions reaches a set value, a warning alarm will sound to clear the memory,

**Recheck Minute:** This option can be set to prevent duplicate punches being recorded. For an example, if this value is set to 3, it will not record the transactions of the same user ID within 3 minutes of the first punch.

## e. Auto Test

Auto test enables you to test the K300/S300 system. When the K300/S300 isn't functioning properly, this option helps to analyze the problem and ascertain a solution to solving that problem. The tests it runs are the LCD test, voice test, key test and RTC test. These test the memory, sound, keypad, monitor and clock of the K300/S300.

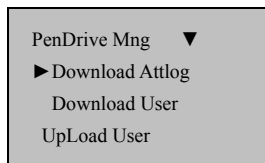
**Note:** When the K300/S300 is running these tests, you need to ensure that power is stable. If the power is not stable, it can damage the system's hardware.

## E.Managing USB Flash Drive

The USB flash disk can be used to download attendance data, download and upload employee data and perform SMS.

### a. Downloading Attendance Logs

In order for your attendance logs to be downloaded properly, you need to plug in your USB drive into the USB port. Then on the K300/S300, you will need to press menu, scroll down to PenDrive Mng and press F4/ok to select this option. Once in the PenDrive Mng menu, you will need to select the download attlog option as seen below.



This will start the downloading process and when it's complete, the K300/S300 will inform you of a successful download and you can remove your USB flash drive.

### b. Downloading/Uploading Staff Data

The process of downloading staff data is similar to download attendance logs. You will need to plug in your USB flash drive into the USB port and proceed to the PenDrive Mng menu. Here, you will select download user and your data should be downloaded. When complete, your K300/S300 will inform you of a successful download.

Uploading staff data is a different process. Your USB flash drive should be plugged into your port. You will still proceed to the PenDrive Mng menu but select upload user. Here, the userdat template will be uploaded to your flash drive and your machine simultaneously.

### c. Downloading/Uploading SMS

To start downloading SMS, you will need to have your USB flash drive plugged into your USB port. Then, you will proceed to the PenDrive Mng menu. Here, you scroll down to the option download sms and press ok. Once the download is complete, your screen will display that the download was successful.

Uploading sms is similar to upload staff data, however, a personalized message will be used from your USB flash drive. Make sure your USB flash drive is plugged in into the port. Proceed to the PenDrive Mng menu

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and select upload sms. Once the data has successfully been upload, your K300/S300 will display a successfully uploaded message.

## G. System Information

You can access system information by press menu to access the main menu. Once here, you will scroll down to the sys info option and press ok. Here is a list that will provide you with in depth information regarding your K300/S300.

**User Cnt:** total number of users enrolled.

**Att log:** attendance record stored in the system

**Admin cnt:** total number of admin users enrolled.

**S logs: ?**

**Free space info:** remaining free space of users, attendance logs and s logs in system before capacity is attained

**Dev Info:** information about the K300/S300

## III. Troubleshooting

The following is a list of typical troubles you may be annoyed of at the beginning of working with program and their solution as well.

**1. Q:** If the administrator has forgotten their password but needs to acquire access to the K300/S300, what do I do?

**A:** You can refer to gaining access to your K300/S300 without knowing your admin document and follow the instructions there.

**2. Q:** How do I check in and out of the K300/S300?

**A:** You can check into your K300/S300 by pressing the up key and using either your ID card or your password. To check out of the K300/S300, use the scroll down key and use your ID card or password.

**3. Q:** How do I delete all data on the K300/S300?

**A:** Press menu, select options, sys opt, adv options and scroll down to reset opts. Select this option and all at should be erased.

**4. Q:** How do I delete administrator privileges?

**A:** Press menu, select options, select sys opt, select adv option and scroll down to clr admin pri. Select this option and all administrator privileges will be erased.